



PURCHASE ORDER

PO Number: 303-1-0475

Requisition Number: 303-1-01082

Order Date: 2/11/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**
accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION
FISCAL MANAGEMENT / ACCOUNTS PAYABLE
P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Other
Texas Facilities Commission
Surplus Property Program
2103 Ackerman Rd
San Antonio, TX 78219

Show numbers on all papers and packages

Referenced Source or Vendor

37217217217.091
University of Texas at Austin - Document Solutions
2706 Montopolis Drive
Austin, TX 78741
Marcos Ortega
Phone: 512-471-5464, Fax:
marcos.ortega@austin.utexas.edu

Property Return receipts (1000 sets)

Pricing as per attached quote.

Description TFC Contact:
Olivia Spain, (210) 661-2381

Sec. 771.003. AUTHORITY TO CONTRACT; EXCEPTIONS. (a) A state agency may agree or contract with another state agency for the provision of necessary and authorized services and resources.
Exempt Purchase TGC 771 Interagency Agreement.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Property return receipts, carbonless form, 3 part NCR numbered sequentially, Qty 1000 sets, starting with 1001						
NIGP Class: 395 NIGP Item: 50 Object Class: 273 Reimbursement Type: Not Reimbursable	1	JOB	\$575.00	2/11/2021	5/11/2021	\$575.00
Shipping to San Antonio warehouse	1	each	\$30.00	2/11/2021	5/11/2021	\$30.00
NIGP Class: 962 NIGP Item: 86 Object Class: 273						

Reimbursement Type: Not Reimbursable

Notes: TFC contact Olivia Spain at 210-661-2381

olivia.spain@tfc.texas.gov

Grand Total \$605.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164
(The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2021
Division	Executive
Program	Surplus Property - Federal/State
Phone	2106612381
Org Code	0317 - F S P - San Antonio
Type of Purchase/PCC Code	' ' Exempt with Specific Legal Cite
Work Order Number	n/a

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Sastry, Archana - CTCM, CTPM, 5124632743

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)